



SMOKE-FREE WORKPLACE POLICY

1 January 2009

Policy

It is the policy of the Financial Intelligence Agency (the “FIA”) to provide, so far as reasonably practicable, a smoke-free working environment for all employees and visitors.

By implementing the policy, the FIA is also acknowledging its obligations under the Health and Safety at Work Act 1982, Section 3 (2) (e) and Section 5.

Implementation

The policy was introduced by the FIA on 15 November 2008.

Smoke-free Areas

1. Smoking will **NOT** be allowed **AT ANY TIME** IN premises leased by the FIA.
2. Employees should politely request visitors and members of the public not to smoke in smoke-free areas.
3. Employees are able to ask for help if they experience any problems with the policy. If further information is required, the **DIRECTOR** should be consulted.

Advertisement for Jobs

All potential applicants for posts within the FIA will be informed of the policy.

Enforcement of the Policy

Every encouragement and support is given to employees and leniency is shown to those employees who find it difficult to adhere to this policy.

However, failure to observe the requirements of the policy may result in disciplinary action.

The FIA reserves the right to review the policy from time to time in accordance with future developments and legislative requirements.